

Town of New Fairfield
Board of Finance
4 Brush Hill Road
New Fairfield, CT 06812

MINUTES

Board of Finance Regular Meeting
Wednesday, December 16, 2020
7:30 PM
Virtual meeting via Zoom

Members present via Zoom

Wes Marsh, Chairman
Michael Cammarota
Tom Garben
Jane Landers
Cheryl Reedy
Anthony Yorio
Brian Shea, Alternate
Mark Werner, Alternate
Greg Williams, Alternate

Other Town Officials Present via Zoom

Ed Sbordone, Finance Director and Town Treasurer
Pat Del Monaco, First Selectman
Khris Hall, Selectman
Kim Hanson, Selectman
Dr. Rich Sanzo, BOE Director of Business and Operations

Call To Order Chairman Wes Marsh called the meeting to order at 7:30pm.

Paul Gouveia gave a brief overview of the rules and procedures for having a virtual meeting.

Pledge of Allegiance

Appointments-None

Correspondence and Announcements- None

Addition to the agenda

Wes Marsh made a motion to add agenda item #7A “Discuss and possibly vote on an Additional Appropriation for Capital and Nonrecurring for the Health Department for COVID expenses”. Anthony Yorio seconded the motion. **Vote: 6-0-0 (Motion approved)**

Public Comment-First Selectman Pat Del Monaco noted that the BOS is trying to come up with a way to financially help small businesses in town due to their loss of business due to the pandemic. She noted that tax deferment is not possible but spoke of the possibility of a grant program based on a portion of their personal property taxes. She asked the BOF to come up with some ideas

Selectman Kim Hanson spoke of support for small businesses. He also spoke of the Additional Appropriation for the COVID vaccine program and strongly encouraged the BOF to support this.

Approval of Minutes

Wes Marsh made a motion to approve the minutes of the November 18, 2020 regular meeting as presented. Michael Cammarota seconded the motion. **Vote: 6-0-0 (Motion approved)**

Wes Marsh made a motion to approve the minutes of the December 1, 2020 Pension and Bonding subcommittee meetings as presented. Cheryl Reedy seconded the motion.

Vote: 6-0-0 (Motion approved)

Budget Transfers- None

Additional Appropriation for Health Department for COVID (Cap & Non)

Pat Del Monaco gave a brief discussion of the requested Additional Appropriation for the Health Department in the amount of \$200,000. The majority of this appropriation would be for Visiting Nurses for the vaccine, communication and advertising for the vaccine, cleaning of the facilities, testing services and contact tracing.

Khris Hall spoke of the logistics of the vaccine clinic. The Town is reaching out to medical personnel to ask for volunteers that may be licensed to give vaccines. This may reduce the cost to the town. The Town is also looking for non-medical volunteers that are needed to help at the clinic. She noted that these clinics will be done in conjunction with Sherman which will contribute 20% of the costs.

There was a brief discussion regarding liability protection for volunteers and who would be eligible for the vaccine. Pat Del Monaco spoke of the multiple levels and phases that determine who will be vaccinated and when. Khris Hall spoke of working with the Governor's office as to indemnification of liability for volunteers.

Wes Marsh made a motion to approve an Additional Appropriation of \$200,000 to be used for expenses related to COVID 19. Anthony Yorio seconded the motion.

Vote: 6-0-0 (Motion approved)

Aquarian Water System

Wes Marsh noted that the Town closed on the Water System on December 8th. A transfer of \$50,000 was made to the General Fund.

Board of Finance Budget for 2021-2022

Wes Marsh spoke of the proposed budget for the BOF for 2021-2022 which includes salaries, Town Audit, Materials and Supplies and Contingency in the amount of \$79,151.00.

Cheryl Reedy made a motion to approve the budget for the BOF for 2021-2022 as presented. Anthony Yorio seconded the motion. **Vote: 6-0-0 (Motion approved)**

Discussion of Annual Audit and Audit subcommittees

Ed Sbordone noted that due to COVID restrictions, the auditors are not able to come into the office as previous years. They have filed an extension until January 31, 2021. The audit subcommittee consists of Wes Marsh, Jane Landers and Michael Cammarota and will meet in the near future to discuss the audit.

Pension and bonding subcommittee

Mark Werner gave an overview of work that has been done by the Pension and bonding subcommittee. Specifically he gave an overview of New Fairfield's AAA Bond rating and what factors S&P look at during ratings. He noted that there are currently 30 Connecticut towns with a AAA rating including New Fairfield. He spoke of how budget surplus affects the rating.

Mark Werner spoke of the refined list of recommendations that the Pension and Bonding subcommittee compiled and suggested that the Pension Commission be in charge of this. He spoke of the components of the Pension Commission and noted that that First Selectman is authorized to delegate someone to serve on this commission in her stead.

Cheryl Reedy made a motion to authorize the Board of Finance Pension and Bonding subcommittee (or Chairman) to discuss the logistics and recommendations of the Pension and Bonding subcommittee with the First Selectman, Chairman of the Board of Education, Director of Finance and Director of Business and Operations for the BOE by February 1, 2021. Tom Garben seconded the motion.

Vote: 6-0-0 (Motion approved)

Discussion and acceptance of Fraud Policy

Wes Marsh noted that last year's audit addressed the fact that the Town does not have a current policy for fraud and potential consequences. Board members Jane Landers and Anthony Yorio worked together to compile a fraud policy.

Anthony Yorio made a motion to accept the Fraud Policy for the Town of New Fairfield as presented subject to approval from both Town Counsel and the Board of Selectmen. Jane Landers seconded the motion. **Vote: 6-0-0 (Motion approved)**

ONGOING UPDATES

Medical update- It was noted that the report for the current year will not be available until next month.

Legal update- Pat Del Monaco spoke of legal fees related to the Town entering into an agreement with surrounding towns to intervene with Eversource's response to Tropical Storm Isaias. She noted that the group testified on Monday, December 14th so these expenses should go down.

Year to date expenses review- There was a brief discussion of expenses for the new financial system and increase in hours for the Office of Emergency Management.

Current year revenue update- Revenues for Real Estate conveyance is up and revenues for interest is down.

Cap & Non- Pat Del Monaco noted that work is progressing on the bridge and drainage projects.

Public Comment

Selectman Kim Hanson spoke of the current Pension Commission and noted that it is very specific as to who may serve on this commission. He suggested that the ordinance may need to be changed for this.

John McCartney spoke of the difference between budgeting and forecasting. He thanked the Pension and Bonding subcommittee for all their work.

Selectman Hanson further spoke of forecasting and noted that Capital and Nonrecurring projects usually have a forecast about five years out.

Future Agenda items

Audit subcommittee

Pension and Bonding subcommittee

Capital Projects- School construction projects

COVID expenses and how they affect the budgeting

Possible presentation by bond counsel regarding CT State Statute and specific to New Fairfield.

Board Member Comments

Members of the BOF wished everyone Happy Holidays and a Wonderful 2021. They encouraged everyone to stay safe and healthy and practice COVID protocols. Members thanked both the BOS and BOE for all their hard work during the pandemic.

Adjournment

Jane Landers made a motion to adjourn the meeting at 9:20 pm. Wes Marsh seconded the motion. **Vote: 6-0-0 (Motion approved)**

**Received by email on 12/23/2020 @ 8:30 am
By: Holly Z Smith, Asst. Town Clerk, New Fairfield**